

## Choosing an Architect for Your Project

- Is the architect registered to practice in South Carolina?
- Who will be the key contact in the firm for the entire project?
- Will the architect work as part of a design team or alone?
- Who is part of the architect's support team? (landscape architect, civil, structural, mechanical, sanitary, electrical engineers, ADA compliance officer, and interior designer and others)?
- Will your architect work with an interior designer consultant?
- Does the firm have the resources and time to complete your project?
- Has the architect worked on other libraries? Have you visited the libraries? Talked with them? Checked references?
- If the architect has not worked with libraries, is the architect willing to learn about the needs and requirements of libraries?
- Does the architect have good listening skills?
- Will the architect work with the staff and public and stakeholders in your project?
- Does the architect have good written and oral presentation skills?
- Does the architect have the political skills necessary to listen and respond to the concerns of all the various stakeholders?
- Will the architect use charrettes to gather input on the project design and needs? (Charrettes are on-site preliminary design sessions involving, frequently, elected officials, library board, staff, members of the public, and Friends for input and to look over the architect's work and give any feedback.)
- Is the architect flexible?
- Will the architect use additional support from the firm or sub-consultants hired for your project?
- Have you visited the architect's place of business?

Adapted from a document provided by New Jersey State Library

Tina Kerestury, Construction Bond Specialist

[tkeresztury@njstatelib.org](mailto:tkeresztury@njstatelib.org)